# Vaccines for Children

## Iowa Department of Public Health Division of Acute Disease Prevention & Emergency Response Immunization Program



## Immunization Registry Information System (IRIS) Vaccines for Children Program (VFC) Vaccine Transfers October 2012

The Vaccines for Children Program (VFC) requires considerable attention to provider compliance to program requirements. Vaccine accountability is a cornerstone of the Program and it is critical all doses of vaccine distributed to providers are accurately accounted for.

Transferring VFC vaccine to another VFC clinic should be the exception and providers should monitor vaccine inventory and vaccine usage patterns closely. Vaccine transfers between VFC providers should only occur after receiving approval from the VFC Program by calling 1-800-831-6293. When VFC vaccines are transferred to another VFC provider, complete the <u>Vaccine Transferred Between VFC Providers</u> form and fax a copy to 1-800-831-6292. The following are instructions to complete VFC vaccine transfers using the IRIS software program. For VFC questions, call 1-800-831-6293, ext. 4. For IRIS questions, call the IRIS Help Desk at 1-800-374-3958.

#### **IRIS Transfers**

To create a transfer between two organizations in IRIS:

- 1. Click Manage Transfers under the Inventory section of the menu panel.
- 2. Click the New Transfer button.
- 3. Enter the following information:
  - a. Sending site from which vaccine will be taken from.
  - b. The receiving organization which will be receiving the vaccine.
  - c. Select active/non-expired by clicking the radio button.
  - d. Number of doses in the Transfer Quantity field for each of the trade names being transferred.
- 4. Click the Save button.
- 5. 'Saved Successfully' displays, confirming the transfer transaction.
- 6. Click the **Packing List** button or the Label button. A PDF document appears in a new window and can be printed.
- 7. Click the **Ship** button when ready to ship the vaccines. Either enter the current date or enter an alternate date in MM/DD/YYYY format.
- 8. Click the **Ship** button. 'Transfer Successfully Shipped' displays. The transfer will then be moved to the Outbound Transfer list, where it will remain until it is accepted by the receiving organization.

**Note**: Only organizations with a valid vaccine delivery address and a designated contact with the 'Vaccine Delivery' role will be listed under 'Receiving Organizations'. Confirm with the receiving organization their information is on file in IRIS. Admin users can confirm the vaccine delivery details or contact IRIS Help Desk at 800-374-3958.

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#### **Shipping Documents**

Organizations sending a transfer can view and print the packing list and shipping labels associated with the transfer. The packing list and label can be generated immediately after a transfer has been created or by using the following feature:

- 1. Click **Shipping Documents** under the Inventory section of the menu panel.
- Click the Packing List button or the Label button. Print labels and/or packing list, if desired.
- 3. Enter a ship date if different from today's date, using MM/DD/YYYY format.
- 4. Click the **Ship** button. 'Transfer Successfully Shipped' displays.

#### **Accepting or Rejecting Transfers**

Transfers made through IRIS and received by the organization must be accepted, rejected or partially accepted so IRIS can post and track inventory properly. To accept or reject a transfer:

- 1. Click Manage Transfers under the Inventory section of the menu panel.
- 2. The Manage Transfer page categorizes transfers as follows:
  - a. Outbound Transfer: Displays transfers outbound from your organization
  - b. Inbound Transfer: Displays transfers inbound to your organization
  - c. Historic Transfer: Displays completed transfers
- 3. To proceed to the Receive Transfers page (area to accept or reject transfers), locate the Inbound Transfer section and click the date hyperlink in the Create Date column.
- 4. Ensure the corresponding Type column states Transfer. At the Receive Transfer page, you may accept the entire transfer, reject the entire transfer, or partially accept some of the transfer while rejecting the remainder.

#### **Accept Transfer**

- Click the Accept Transfer button to accept the transfer and add all transfer items into inventory.
- 2. Click the **OK** button to continue accepting and be returned to the Manage Transfers page.
- 3. 'Transfer Successfully Accepted' displays.

#### **Reject Transfer**

- 1. Click the **Reject Transfer** button to reject the entire transfer.
- 2. Select a reason in the Enter Rejection Reason drop-down list:
  - a. Damaged, Not Wanted, Wrong Vaccine or Never Received.
- 3. After selecting a reason, click the **Reject** button.
- 4. Click the **OK** button to continue with the rejection and be returned to the Manage Transfers page.

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#### **Partially Accept**

- 1. Click the **Partially Accept** button.
- 2. On the Partially Accept Transfer page, select the dose quantity of each vaccine you wish to accept and a reason for those you wish to reject.
- 3. Click the **Save** button.
- 4. Click the **OK** button to continue with partially accepting the transfer and to be returned to the Manage Transfer page.

#### **Shipping and Restocking Transfers**

When a transfer has been rejected with a reason code of Not Wanted, Wrong Vaccine, Never Received, or Damaged, it is necessary to ship and restock the transfer in the system so the doses are correctly reported in inventory.

#### **Shipping Back a Rejected Transfer**

If you are the receiving site of a rejected transfer, you must ship the rejected quantities back to the original sender. To ship the rejected quantities back to the original sender:

- 1. Click **Manage Transfers** under the Inventory section of the menu panel.
- 2. Click the appropriate transfer date hyperlink under the Create Date column.
- 3. Enter a return ship date at the Ship Return Transfer page by entering the date in MM/DD/YYYY format.
- 4. Click the **Ship** button.

#### Accepting a Rejected Transfer

If you are the original sender of a transfer, and the receiving organization has rejected the shipment and shipped it back to you, you will need to restock the rejected quantities in IRIS:

- 1. Click Manage Transfers under the Inventory section of the menu panel.
- 2. Click the transfer date hyperlink of the rejected transfer under the Create Date column.
- 3. Click the **Save** button at the Restock Rejected Transfer page. The Manage Transfer page will display, and the transfer will be added to the Historical section of the page.